

Suggested Agenda for Kick-Off Meeting

- I. Welcome and Introduction
- II. Description of the Program
 - A. What it covers
 - B. Target audience
 - C. What is to be accomplished
 - D. Who are the contacts and who is responsible for doing what
 - E. Other program items including follow-up meetings, news releases, etc.
 - F. Contests, awards, games, prizes, food, etc. that may be incorporated into the event
- III. Local resources and support available
- IV. Question and answer
- V. Other issues
- VI. Adjourn (make certain everyone is clear on what they have volunteered to do)

Agenda for your Kick-Off Meeting:
